

Recovery Ways Idaho

COME JOIN OUR TEAM – Hiring for Boise and Nampa Locations

JOB TITLE: Clinician

BEGINNING SALARY: DOE

IMMEDIATE SUPERVISOR AND TRAINER: Clinical Director

DATE OF JOB DESCRIPTION REVISION: February 11, 2022

WORK SCHEDULE: Part-time, Flexible hours OR Full-time M-F 8-6

DOL STATUS: Non-Exempt

JOB SUMMARY: The Clinician is responsible for on-going psychiatric therapy services for adults and children in the RWI out-patient mental health clinic or via tele-health.

MAJOR DUTIES AND RESPONSIBILITIES:

1. Provide psychotherapy services to clients at RWI, utilizing evidence based practices.
2. Obtain resources and materials necessary to facilitate the delivery of services specified in the client's clinic treatment plan.
3. Work with the client's multi-disciplinary team to develop, implement, and evaluate client's comprehensive diagnostic assessment, clinic treatment plans, and 90/180/270 day reviews.
4. Serve as RWI representative to community agencies, hospitals, Health and Welfare agencies, schools and other referral agencies in all matters pertaining to mental health clinic services.
5. Maintain communication with the client's multi-disciplinary team members and other providers, parents, ancillary personnel and other agencies regarding treatment issues and medication management services.

6. Maintain contact with referral sources to solicit referrals and to evaluate RWI services to ensure that agency complaints and requests are considered and that program deficiencies are corrected.
7. Perform duties in a manner that maintains compliance with RWI standards, regulatory agency and accreditation standards.
8. Obtain prior authorizations from insurance companies.
9. Submit weekly billing sheet by Saturday at midnight to management as directed.
10. Maintain documentation of services in the electronic medical record according to RWI policy, regulatory agency and accreditation standards.
11. Attend and actively participate in meetings as required, including but not limited to supervision meetings, staff meetings, clinician meetings.
12. Attend training sessions, workshops, and conferences on behalf of RWI and as required by RWI policy and regulatory agency and accreditation standards.
13. Maintain all required licenses, continuing education, and insurances as required by RWI policy, regulatory agency and accreditation standards.
14. Adhere to all RWI standards, policies, and procedures.
15. Other duties as assigned.

JOB QUALIFICATIONS:

Education and Experience

- A Master's Degree in a qualified field from an accredited college or university.
- Valid license to practice in Idaho

Key Competencies

- Strong verbal and written communication skills.
- Ability to win the confidence and respect of people in general.
- Ability to have a positive working relationship as a team member, with co-workers, supervisors, clients, and members of the community.

- Emotional maturity, good judgment, integrity, flexibility, patience, resourcefulness, ability to relate to people, self-confidence, and genuine liking for people.
- Ability to work flexible hours.
- Information management, organizing and planning skills, attention to detail, ability to take initiative.
- Reliability.
- Stress tolerance.